

WIB POLICY STATEMENT

ARKANSAS WORKFORCE INVESTMENT BOARD

AMERICANS WITH DISABILITIES ACT ADMINISTRATIVE POLICY STATEMENT

1. PURPOSE

It shall be the policy of the Arkansas Workforce Investment Board to comply with Americans with Disabilities Act (ADA) administrative requirements.

2. SCOPE

This policy applies to all local workforce investment boards, grant recipients, and subrecipients.

3. RESPONSIBILITIES

It shall be the responsibility of all grant recipients and subrecipients to develop a system to undertake the activities listed below:

Posting Notices: Posting equal employment opportunity notices in an accessible format (i.e. in large print, braille and audiocassette) in accordance with Section 12115, Posting Notice.

Dissemination Policy: Equal Employment Policy – Internal/External

Recordkeeping/Retention of Records: The Board will follow the U.S. Department of Labor's guidelines regarding the Equal Opportunity Data Collection and Retention of Records Requirements.

Complaint Procedures: Any qualified individual with a disability—whether an applicant, participant or employee—who has a complaint with regard to discrimination or suspected discriminatory treatment because of their disability in an application, or on a referral for employment has the right to file a complaint. He or she may use the complaint procedures outlined in the WIA procedural manual or the employee and participants handbook.

Applicants, participants and employees will be provided interpreters, readers, and other types of accommodations that may be deemed reasonable and necessary to ensure accessibility to the process.

4. CONTACT

Chief Elected Officials, Local Workforce Investment Boards, Arkansas Career Development Network Operators, and Arkansas Career Development Network Partner Agencies